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P880 076-0639
WHITE HOUSE
CORRESPONDENCE TRACKING WORKSHEET

FO 806-
(E950D)

☐ O - OUTGOING☐ N - INTERNAL☒ I - INCOMING

Date Correspondence
Received (YY/MM/DD)

88.05.24

UNCLASSIFIED

Name of Correspondent: HON TED ALESS

☐ MI Mail Report

User Codes: (A) _____ (B) _____ (C) _____

Subject: URGES PRESIDENT TO RAISE THE CASE OF
RAOUL HAUENBERG WITH GENERAL SECRETARY GORB
CHURCH THE UPCOMING SUMMIT.

ROUTE TO:

ACTION

DISPOSITION

Office/Agency (Staff Name)	Action Code	Tracking Date YY/MM/DD	Type of Response	Code	Completion Date YY/MM/EE
<u>LAKRAN</u>	ORIGINATOR	<u>88.05.24</u>	<u>OK</u>	<u>A</u>	<u>88.5.1</u>
<u>199 DDS: Ed FOX</u>	Referral Note: <u>R</u>	<u>88.5.1</u>	<u>TR</u>		<u>1.1</u>
	Referral Note:				<u>1.1</u>
	Referral Note:				<u>1.1</u>
	Referral Note:				<u>1.1</u>
	Referral Note:				<u>1.1</u>

ACTION CODES:

- A - Appropriate Action
- C - Comment/Recommendation
- D - Draft Response
- F - Furnish Fact Sheet to be used as Enclosure

- I - Info Copy Only/No Action Necessary
- R - Direct Reply w/Copy
- S - For Signature
- X - Interim Reply

DISPOSITION CODES:

- A - Answered
- B - Non-Special Referral
- C - Complete
- S - Suspend

FOR OUTGOING CORRESPONDENCE:

- Type of Response - Initials of Signer
- Code - "A"
- Completion Date - Date of Outgoing

Comments:

Non-Responsive
Full Exemptions
PA Exemptions

UNCLASSIFIED

Keep this worksheet attached to the original incoming letter.

Send all routing updates to Central Reference (Room 75, OEOB).

Always return completed correspondence record to Central Files.

Refer questions about the correspondence tracking system to Central Reference, ext. 2590.